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**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Chief of Logistics

DATE: 9 July 1953

FROM : Chief, Coordination and Requirements Staff

SUBJECT: Weekly Report Covering the Period 2 July to 8 July 1953

## 1. General

a. Materiel Reference Data Manual (continued) The submission of additional materiel to the printer has been postponed by reason of higher priority work involved with revision of area division Fiscal Year 1954 budget estimates for materiel.

25X1C15A

25X1A8A

A8A

c. Revision of FY 1954 Forecast of Materiel Requirements (continued) Revised forecasts of materiel to be expanded during FY 1954 have been received from all area divisions except the SR Division. The portion of the FE Division forecast, as represented by the forecast submitted by [ ] has been costed and submitted to the FE Division for determination regarding the portion of such forecast to be included in the consolidated area division forecast, against which inventories will be applied.

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d. Master IBM Supply and Requirements Deck (continued) Preparation of a master deck of IBM cards continues in process. Completion has been delayed by reason of higher priority work involved with revision of area division FY 1954 budget estimates for materiel.

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25X1

25X1A9A

e. [ ] (new and completed) [ ] completed his tour of duty with the Agency and returned to duty with the Department of the Air Force on 8 July 1953.

f. Redistribution of Agency Operational Materiel (continued) A staff study, relative to redistribution of operational materiel excesses, has been prepared and coordinated with all the divisions of the Logistics Office for submission to the Chief of Logistics.

## 2. Projects and Studies in Process

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a. Project [ ] (completed) The study indicating the value of supplies and equipment that could be furnished from stock, without replacement, was forwarded to the Logistics Office.

b. Movement of CIA Dependents (completed) This is no longer a problem of the Coordination and Requirements Staff, but has been referred to the Transportation Division by the Administrative Staff.

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d. Logistical Review of Operational Plans (continued) The logistical annexes for WE Division, in its entirety, and FE Division, for the SAC portion only, have been reviewed and approved by the Logistics Office.

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f. Requisitioning Methods for [ ] Training Program (new) At present, am preparing suggested dispatch to [ ] explaining methods of requisitioning, i.e., [ ] for all class I & III materials, as well as portions of classes II & IV. This operation has had no experience in normal Government withdrawals in the past and guidance at this time is thought essential. This dispatch will be a week or more in preparation and coordination.

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3. Other Items of Interest (Items c through i are all items which are generally of a non-recurring nature.)

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c. FE

(1) Furnished memorandum to the Division on the feasibility of using soil stabilizers for air fields in their section.

(2) Established information on availability and cost of different types of micro cameras to be used in over-seas operations.

(3) [ ] problems were discussed in two meetings held with FE. Meetings were called after receipt of field cables requesting clarification.

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[ ]  
A meeting was held by Deputy Chief, [ ] and members of his staff with the Chief of Logistics and members of his staff relative to establishment of a depot at [ ]

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[ ] An agreement was reached on the procedures to be effected in implementing this depot.



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h. WE

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Completed coordination of cargo No. [ ] containing a quantity of materiel which did not reach port in time to be taken aboard the [ ]

This shipment will be at Norfolk 31 July 1953 to complete the project.

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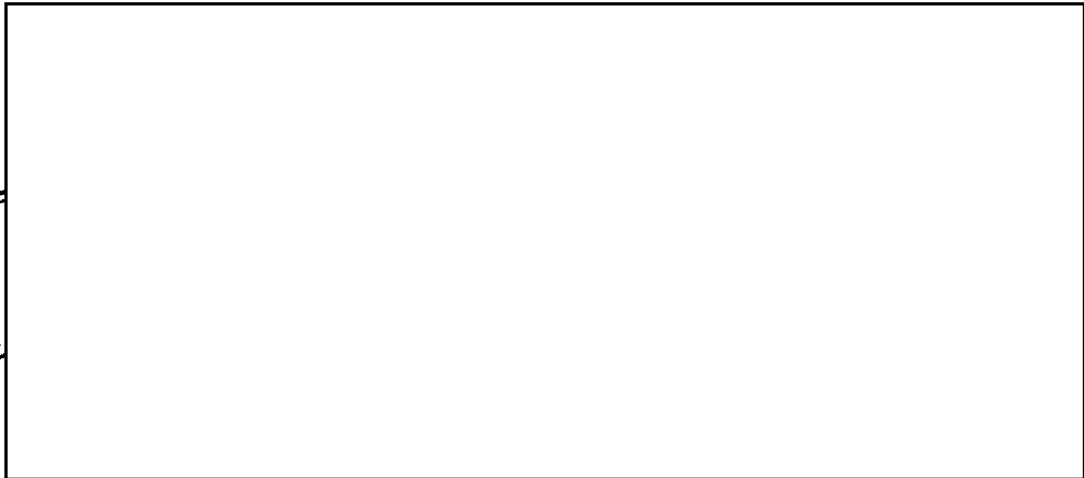
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MIL

MI



OSI

(4) Contacted OSI and obtained their revised procedure for furnishing operating divisions with research and development information and channels for obtaining same upon request.



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